



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1271

DATE: August 5, 2013

TO: Iowa Medicaid Residential Care Facilities (RCF), Nursing Facilities (NF) and Intermediate Care Facilities ID State Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Electronic Billing of Long Term Care Claims

EFFECTIVE: February 1, 2014

This Informational Letter is to announce, that effective February 1, 2014, the IME will no longer accept the Turn Around Document (TAD), form 470-0039, which is used to file the paper Long Term Care (LTC) claim.

The last mailing of the pre-printed paper TADs to facilities will occur at the end of November 2013 for November dates of service (DOS). Providers will continue to be able to mail in TADs through January 2014. Effective February 1, 2014, the IME will only accept the LTC claim electronically as an institutional claim.

The IME offers free electronic billing software; PC-ACE Pro 32, available through www.edissweb.com. For more information on how to obtain PC-ACE software please visit: <http://www.ime.state.ia.us/Providers/Forms.html>.

The downloading and installation instructions are located at the bottom of the page. For further assistance, on how to create Institutional Nursing Facility claims visit: [http://www.dhs.state.ia.us/uploads/Creating%20Institutional%20Claims%20Nursing%20Facility%20\(Instructions\).pdf](http://www.dhs.state.ia.us/uploads/Creating%20Institutional%20Claims%20Nursing%20Facility%20(Instructions).pdf).

IowaCare Care Coordination Pool

Nursing facilities received billing instructions in Informational Letter [1192](#) for the IowaCare care coordination pool. These instructions require the submission of the referral letter obtained from the referring provider. With the phasing out of the TAD forms, claims for dates of service on or before December 31, 2013, submitted on or after February 1, 2014, may be submitted electronically utilizing the Attachment Control Number (ACN) field to submit the supporting referral letter. The Claim Attachment Control form 470-3969 is found on the IME website at: <http://www.ime.state.ia.us/Providers/Forms.html>. Instructions for the use of this form are on the form itself and can also be found in the provider manual.

To utilize the 'ACN' process when the claim is submitted electronically; the provider enters an ACN number on the claim and sends the "Claim Attachment Control" form with the same ACN number.

If using PC-ACE Pro 32, the ACN box is located on the ***Institutional claim*** on the *Extended General tab*. Enter the ACN in the box marked 'Attachment Control Number (*The ACN field is loop 2300 segment PWK05-06.*)

Use the drop down boxes to complete both the **Type** and **Trans** boxes.

- **TYPE:** "Operative Note"
- **TRANS:** "File Transfer" or FT

The IME appreciates your continued partnership as we work to improve the claim processing service quality and accuracy. If you have any questions please contact the IME Provider Services Unit at 1-800-338-7909, locally in Des Moines at 515-256-4609 or email at imeproviderservices@dhs.state.ia.us.